

**TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI  
FAMILY COURT - JUVENILE DIVISION  
920 N. Vandeventer  
St. Louis, MO 63108**

**September 16, 2016**

**JOB OPENING**

**TITLE:** DEPUTY JUVENILE OFFICER I/II

**QUALIFICATIONS:** Must possess a Bachelor's Degree in social work, criminal justice, administration of justice, public administration, business administration, court management or related area. Degree must be from a school accredited in the chosen field. Prefer two years of experience in Social Work or a related field. Must have a valid driver's license, proof of liability insurance and an automobile that can be used on duty (mileage reimbursement is provided). Must be at least twenty-one years of age.

**DUTIES:** Under day-to-day supervision of Unit Supervisor. Deputy Juvenile Officer I's are responsible for servicing a caseload of children and their families who have been referred to the Juvenile Court and performs investigations into the social history of juveniles who come before the Court. Deputy Juvenile Officers may be assigned to any of a number of units in the Intake or Supervision sections. Provides recommendations to the Court concerning those juveniles based on their social findings and the nature of the referral to the Juvenile Division. Interacts with numerous outside agencies and individuals. Maintains an ongoing caseload, always closing and opening some cases within specified time frames.

**SALARY RANGE:**  
(City Paid Position) \$36,869 – \$55,219  
\$38,591 (with Master's Degree) - \$57,823

**CLOSING DATE:** For full consideration please submit resume by Friday, September 30, 2016 5:00 p.m., however resumes will be accepted until position is filled.

**SEND RESUME AND ACADEMIC TRANSCRIPT WITH COVER LETTER**

**COVER LETTER:** Cover letter must include applicant's daytime phone number along with expression of interest in this position as well as a description of educational and experience qualifications that make him/her a good fit for this position.

**SEND TO:** Family Court Juvenile Division - Deputy Juvenile Officer I/II  
920 N. Vandeventer Ave.  
St. Louis, MO 63108

EOE  
NO PHONE CALLS  
See detailed job description below

## **JOB DESCRIPTION**

**DEPARTMENT:** Child Protection & Permanency, Special Services or Drug Court

**CLASS TITLE:** Deputy Juvenile Officer I/II

**CLASS DEFINITION:** Under day-to-day supervision of Unit Supervisor. Deputy Juvenile Officer I's are responsible for servicing a caseload of children and their families who have been referred to the Juvenile Court and performs investigations into the social history of juveniles who come before the Court. Deputy Juvenile Officers may be assigned to any of a number of units in the Intake or Supervision sections. Provides recommendations to the Court concerning those juveniles based on their social findings and the nature of the referral to the Juvenile Division. Interacts with numerous outside agencies and individuals. Maintains an ongoing caseload, always closing and opening some cases within specified time frames.

### **EXAMPLES OF ESSENTIAL DUTIES:**

- \* Perform initial, in-depth interview to accurately assess client situation and environment.
- \* Conduct home, school and community visits, with the purpose of gathering further pertinent assessment information.
- \* Act as an advocate for clients to assure their best possible care and insure their future welfare.
- \* Testify before the Court as to the current environment of a given client and propose a plan that would best serve the needs of said client.
- \* Locate appropriate placement facilities, e.g., relative, community/private agencies and/or State institutions, which would best fit the status of given clients commensurate with their needs and abilities.
- \* Provide a myriad of ongoing services and casework consistent with the needs of children and their families and the unit of assignment.
- \* Participate in one's own annual evaluation to assess personal goals and professional growth.
- \* Prepare a written Social Investigation Report or other court reports to accurately reflect assessments along with proposed plans of intervention.
- \* Work closely with a wide variety of agency and community personnel in relation to case matters.
- \* Attend family support meetings and team decision meetings as required.

- \* Transport juveniles.
- \* Visit children in Detention a minimum of one time per week.
- \* Required to be "on call" occasionally and work unusual hours from time to time.
- \* Timely computer entry into the justice information system.
- \* Frequent creation of documents in Word.
- \* Other duties as may be assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable interviewing skills to professionally assess and appropriately intervene in client systems. The ability to express ideas verbally and in written form to report meaningful case data to reflect professional assessments and appropriate interventions. Requires knowledge of community resources, childcare agencies and other institutions in the provision of related services. Working knowledge of the Juvenile Code and Missouri Supreme Court Rules preferred. Must have the ability to use Word for creation of reports. Must have the ability to become proficient in the justice information system for client data entry.

**MINIMUM QUALIFICATIONS AND REQUIREMENTS:** Must possess a Bachelor's Degree in social work, criminal justice, administration of justice, public administration, business administration, court management or related area. Degree must be from a school accredited in the chosen field. Prefer two years of experience in Social Work or a related field. Must have a valid driver's license, proof of liability insurance and an automobile that can be used on duty (mileage reimbursement is provided). Must be at least twenty-one years of age.